

Schedule 181

CHIEF INFORMATION OFFICER & INFORMATION TECHNOLOGY COMMISSION

July 8, 2011

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE 181
AGENCY, BOARD OR COMMISSION CHIEF INFORMATION OFFICER & NEBRASKA INFORMATION TECHNOLOGY COMMISSION
DIVISION, BUREAU OR OTHER UNIT
Supersedes Schedule 43-5 Edition March 31, 1992; Schedule 43-10 Edition of November 20, 2003; Schedule 43-7 Edition of June 19, 1995

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA
--

PART I – AGENCY STATEMENT:

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE <i>Brenda L. Decker</i>	
TITLE <i>Chief Information Officer</i>	DATE <i>7/1/2011</i>

PART II – APPROVAL OF STATE ARCHIVES:

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE <i>Dayle Korte</i>	
DATE <i>7/5/2011</i>	

PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.	
SIGNATURE <i>Dean Hayler</i>	
DATE <i>7/6/11</i>	

PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE <i>John A. Lall</i>	
DATE <i>7/5/11</i>	

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the 2nd to the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Specialist in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

SCHEDULE 181
CHIEF INFORMATION OFFICER & NEBRASKA INFORMATION TECHNOLOGY COMMISSION

July 8, 2011

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Schedule 43-5 Edition 3-31-1992; Schedule 43-10 Edition of 11-20-2003; Schedule 43-7 Edition of 7-19-1995

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
181-001-000-000-000-000-000	CHARTERS	Records containing the purpose, sponsor, scope/boundaries, responsibilities and objectives of an established committee or workgroup.	ELECTRONIC RECORD: Superseded PAPER COPY (GROUPS DIRECTLY CHARTERED BY THE NITC): Transfer to State Archives	Print to paper for State Archives transfer
181-002-000-000-000-000-000	COMMUNICATIONS INVOICE BILLING (CIB) DATA BASE	Computer data base containing information pertinent to the paying of vendors; interfaced with NIS and CSB.		See ACCOUNTS PAYABLE, item 124-1
181-003-000-000-000-000-000	COMMUNICATIONS SYSTEM BILLING (CSB) DATA BASE	Computer data base containing information pertinent to services provided to government		See ACCOUNTS PAYABLE, item 124-1
181-004-000-000-000-000-000	CONTRACTS	Legally binding agreements establishing rights and responsibilities between two or more parties.		See AGREEMENTS AND CONTRACTS, item 124-7
181-005-000-000-000-000-000	CONTROL MONITOR SYSTEM UTILIZATION (DAILY)	Daily computer report monitors time sharing. Data shows who was logged into the computer, how long they used it, etc. Is used for reference purposes.	REPORT: Daily DAILY TAPE: Superseded END OF MONTH TAPE: 1 year	
181-006-000-000-000-000-000	DETAILED SPECIFICATIONS	Specifications are written on every program in the system. Provides the detailed information necessary for the programmer to complete programming. Is always kept current and includes modifications of the system.	5 years after system obsolete	
181-007-000-000-000-000-000	DISASTER RECOVERY	Data (records) copied to back-up tapes. The data is to be used for system restoration in the event of a disaster or system failure. Disaster recovery back-ups are never to be used or considered for records access or management purposes.		See DISASTER RECOVERY RECORDS, items 124-41 to 124-43
181-008-000-000-000-000-000	ENTERPRISE PROJECT STATUS REPORTS	Reports of the status or current position of a project. May include, but not limited to: contact person and their information, project title, reporting period, financial reports and schedule, current issues with the project, and plans for the next reporting period.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
181-009-000-000-000-000-000	GRANT REVISIONS, EVALUATIONS, SUMMARIES AND OTHER RECORDS	May include but not limited to: general form completed for grant submission, list of applications received containing submitting agency name, project title and narrative, grant request, match total cost, etc., and rejection or award letters, thank you notes, other correspondence sent out during grant process, list of requirements or prerequisites, goals deadlines, narratives of eligible/ineligible activities, expected range of awards, match requirements, length of project, format, procedures, review processes, reviewer's scores and comments on each grant proposal and brief comments covering main points of each grant.		See GRANTS, item 124-63
181-010-000-000-000-000-000	INFORMATION TECHNOLOGY PROJECT REVIEW DOCUMENTS	Documentation of the review or examination of project to determine its strengths and weakness, and overall merit.	3 years	
181-011-000-000-000-000-000	INFORMATION TECHNOLOGY PROPOSAL FORM	Form that outlines the information needed to submit a proposal. Form is completed by agency submitting the proposal and submitted for review.	Superseded	
181-012-000-000-000-000-000	NEBRASKA INFORMATION TECHNOLOGY COMMISSION (NITC) REPORTS TO LEGISLATURE	The purpose of this report is to bi-annually summarize the NITC's activities and actions regarding the duties specified in State Statutes, and to provide documentation useful to the Legislature as it performs its mandated review of the Commission.	ELECTRONIC RECORD: 3 years PAPER COPY: Transfer to State Archives	<ul style="list-style-type: none"> •Neb. Rev. Stat. § 86-1514 •Print to paper for State Archives transfer
181-013-000-000-000-000-000	NITC CLEARINGHOUSE	Web-based repository of information, resources, and links pertaining to information technology.	Superseded	
181-014-000-000-000-000-000	NITC, ADVISORY GROUPS, AND OTHER WORK GROUPS WEBSITES AND DOCUMENTS	Web-based repositories about NITC, Councils, Workgroups, Ad-hoc Groups and special projects. May include but not limited to: agendas, minutes, memberships lists pertaining to NITC and advisory group activities.		See WEB SITES, item 124-125
181-015-000-000-000-000-000	NITC.NEWS	Electronic newsletter issued monthly to individuals interested in current information technology in the areas of government, education, and community.		See PUBLICATIONS AND PUBLICATION FILES, item 124-97
181-016-000-000-000-000-000	OFF-SITE TAPE LOGS	These logs contain the vol-ser-num, data set name, creation date, logging date and signature of the person signing for the tape if not in an OCIO location or in email form.	1 year	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
181-017-000-000-000-000-000	STATEWIDE TECHNOLOGY PLANS	Comprehensive technology plan compiled by the NITC. The Statewide Technology Plan sets forth responsibilities and priorities of technical advisory groups. May include, but not limited to: executive summary, goals, coordination of information technology advisory groups, technical infrastructure, planning and project management, implementation plans and action items.	ELECTRONIC RECORD: 3 years PAPER COPY: Transfer to State Archives	Print to paper for State Archives transfer
181-018-000-000-000-000-000	TAPE MAINTENANCE REPORT	Reports contain vol-ser-num, data set name, job name, creation date and time, location, number of uses and read/write errors.	1 week	
181-019-000-000-000-000-000	TELEPHONE EQUIPMENT BID AWARDS	Records supporting award of a bid for telephone equipment, may include records supplied by the vendor.		See AGREEMENTS AND CONTRACTS, item 124-7
181-020-000-000-000-000-000	TELEPHONE EQUIPMENT SPECIFICATIONS	Records given to vendors outlining equipment requirements and requesting a proposal.		See AGREEMENTS AND CONTRACTS, item 124-7
181-021-000-000-000-000-000	VENDOR TRANSACTIONS	Annual computer report used to detect ancillary billings from the telephone companies so proper payment may be made.		See ACCOUNTS PAYABLE, item 124-1
043-005-004-004-000-000-000	AGENCY REQUEST FILES	Request documents for PC hardware and software: Microcomputer/Office Automation Request (Form 1909), requisitions, letters and OV/VM memos. Reviews and stores tickets that document what was approved (or disapproved) and sold through the CDP micro store. Provides audit trail of agency purchases showing costs and inventory information (e.g. machine serial numbers).	Immediate disposal	Obsolete
043-005-001-002-000-000-000	ANNUAL WORK ORDER HISTORY LISTING (WOT135)	Shows actual charges that come from each work order generated	Immediate disposal	Obsolete
043-005-004-003-000-000-000	CONTROL MONITOR SYSTEM UTILIZATION (MONTHLY)	Daily computer report monitors time sharing. Data shows who was logged into the computer, how long they used it, etc. Is used for reference purposes.	Immediate disposal	Obsolete
043-007-010-000-000-000-000	ELECTRONIC PHONE DIRECTORY (EPPD) DATABASE	Computer data base which lists various information pertinent to all new and existing employees and is interfaced with NEIS.	Immediate disposal	Obsolete
043-007-002-000-000-000-000	FREQUENCY COORDINATION INFORMATION	Radio frequency information is maintained and duplication of frequencies is reviewed.	Immediate disposal	Obsolete
043-010-006-000-000-000-000	INTERNAL BRIEFING REPORTS	A summary of current research and/or legislation to brief individuals on a topic of interest. For internal state government use.	Immediate disposal	Obsolete

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
043-005-004-001-000-000-000	LIBRARY MEMBER DELETION FORM (DPD 1849)	Form is completed and signed by agency analyst. Provides authorization for deletion of program from the disc library.	Immediate disposal	Obsolete
043-007-003-000-000-000-000	NETCOM BILLING DISTRIBUTION	Invoices for telephone equipment and terminals used by state agencies.	Immediate disposal	Obsolete
043-005-002-001-000-000-000	SPECIFICATION COVER SHEET FILE (DPD 1779)	Form contains general data regarding the program name, date, codes, type of program, acronym, and changes to those specifications.	Immediate disposal	Obsolete
043-007-011-000-000-000-000	STATEWIDE INVENTORY INFORMATION RECORD WORKSHEETS	Worksheets listing pertinent information regarding state agency capitol equipment purchases.	Immediate disposal	Obsolete
043-005-006-001-000-000-000	SYSTEM SPECIFICATIONS	Program system specifications.	Immediate disposal	Obsolete
043-005-006-002-000-000-000	TELECOMMUNICATION NETWORK LISTING	Listing includes all terminals in the CDP system. Indicates where terminals are located and whenever a change occurs. (Doesn't include time sharing terminals)	Immediate disposal	Obsolete
043-007-004-000-000-000-000	TELEPHONE COMPANY SPECIFICATIONS (OBSOLETE)	Background data collected by the division for the purpose of developing their own telephone system.	Immediate disposal	Obsolete
043-005-001-001-000-000-000	WORK ORDER (DPD 1833)	Work orders are used for changes in program projects being conducted by CDP for the agency.	Immediate disposal	Obsolete

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

--

DATE	SIGNATURE
------	-----------

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter- size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal- size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb